**Work with Themes and Backgrounds**

For this activity you will use your **Dress for Success First Presentation**. RESAVE it with the new name **Dress for Success Themes and Backgrounds**. With the presentation open, follow the directions below:

**Exercise 1: Try Out Themes**

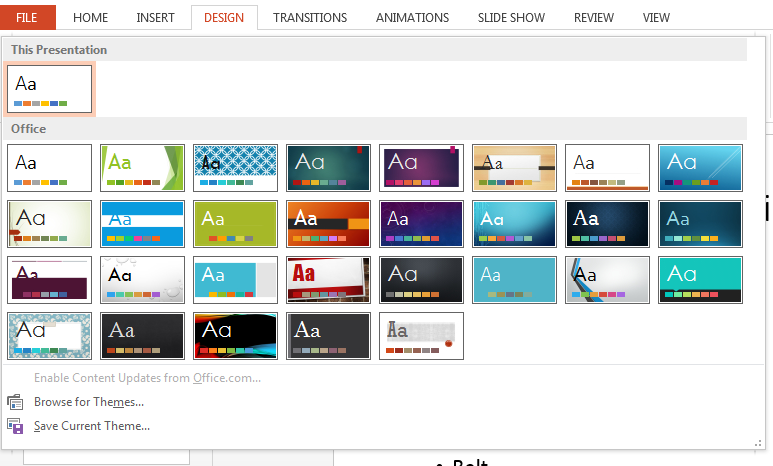
You want to format the background of your presentation with a theme that is unique and reflects what your presentation is all about. By default, every new presentation has the Office theme applied. Let's change that to something more colorful.

Click the **Design** tab. In the **Themes** group, some of the available themes appear as thumbnails. The one at the start of the gallery is highlighted, meaning that it's currently applied. It's the **Office Theme**, and its name appears in a ScreenTip when you point to it.

**Tip** The ScreenTip also notes that this theme is "used by all slides." You can apply different themes to different slides in your presentation, and the ScreenTip tells you which slides use the theme.

Point to the other theme thumbnails shown, but don't click one yet. As you point to each one, you'll see its name in a ScreenTip, and PowerPoint gives you a preview of it on the slide. You can see exactly how each theme looks on your slide without actually applying it.

To see more theme choices, click the **More** button  to the right of the theme thumbnails.



The full gallery of themes appears. The one that's applied appears at the top, under **This Presentation**, and the other themes contained within PowerPoint are grouped under **Office**. If you create a custom theme, it appears under **Custom**, between **This Presentation** and **Office**.

**Tip** You'll find more themes when you click **More Themes on Microsoft Office Online**, at the bottom of the gallery.

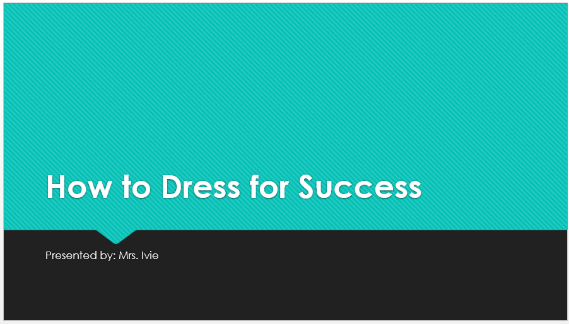
Since you want your slides to have a professional look, choose one of the more business like themes. Each slide takes on the new theme, which you can see on the **Slides** tab and in the slide pane. Choose the theme named “Quotable,” which is pictured to the right.

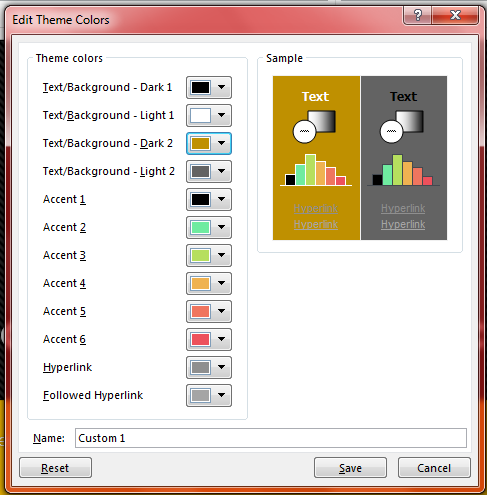
To change the theme for just some slides, select the slides first, right-click the thumbnail, and then click **Apply to Selected Slides**. Click away from the menu to close it. You do not need to do that now.

**Exercise 2: Create Custom Theme Colors**

To create your own custom color to the theme you choose, do the following:

Here is how my title slide looks without editing the color. I want to change the bottom of the slide, the black color, to a gold color. I then want to change the blue color to a black color.



On the **Design** tab, in the **Variants** group, click **the down arrow**, () and then click **Colors**, followed by **Customize Colors**.

Theme colors include background colors, so when you customize the **Text/Background** colors, the backgrounds of your slides automatically updated to reflect these color changes. You'll see another way to change the background in the next exercise. Create a custom color for your slide show theme by modeling the image shown to the right. I changed the Dark 2 option to gold and the Accent 1 option to black:

My title slide now looks like this:



**Exercise 3: Use a Picture for a Slide Background**

Although adding color to the slide background spiced up our slides, a picture background might be even more enticing to potential clients. Before we do this let's add a graphic to your 4th slide. Right click on the picture below and click **Save as Picture**. Save the picture as **group** in your Dropbox folder.

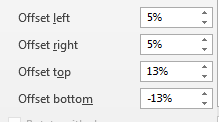


Click the 4th slide (Make a Good First Impression). It has a title only slide layout

On the **Design** tab, in the **Customize** group, click **Format Background**, and then click **Picture or Texture Fill**. Don't worry if your slide background temporarily changes to a texture background.

To insert a picture from a file, click **File** under **Insert picture from**. Go to your Dropbox folder where you saved the group picture and double click on the picture.

As you can see since you used the photo for the background it has cut off some of the picture. The real option would have been to just insert the photo as a picture and not as a background. To fix this you are going to offset the top part of the picture so that it fits on the slide.

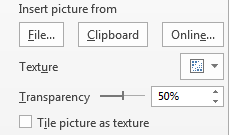
In the bottom right corner of the **Format Background** area, I changed my offset numbers to 5%, 5%, 13%, and -13%, just like the picture on the right. Click close when you are satisfied with your picture.

Your slide should now look like this:



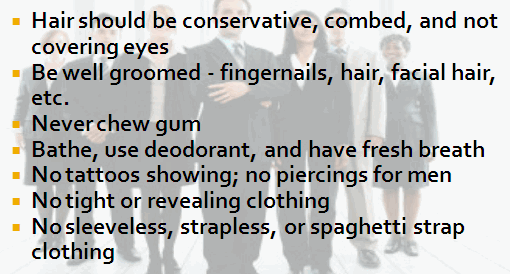
**Tip** If you wanted to use this picture as the background for all of your slides, in the **Format Background** dialog box, you'd click **Apply to All** after you clicked **OK**. You do not need to do this now.

**Exercise 4: Wash Out the Picture**

A detailed photograph can make your slide text hard to see. You'll wash out the picture background to prevent this.

In the **Format Background** dialog box, you can adjust the **Transparency** slider, which washes out the picture. I adjusted my picture to 50%.

Change the Layout to **Title and** Content, then type in the following list. You will have to format the font so that it is black and bold.



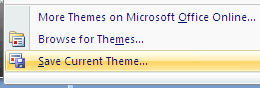
**Exercise 5: Save as a New Theme**

Now that you have your presentation looking the way you want, wouldn't it be great to be able to apply this theme to other presentations? There's an easy way to do that: saving your changes as a custom theme.

On the **Design** tab, in the **Themes** group, click the **More** button.



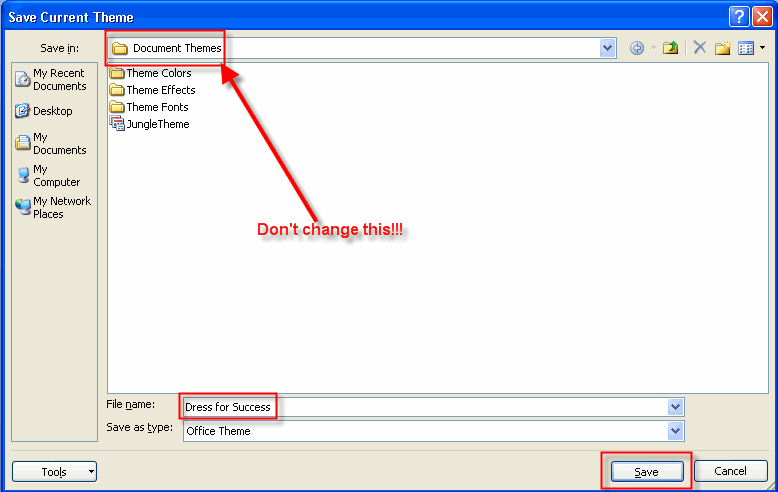
Click **Save Current Theme**.



Since you want your custom theme to show up in the Themes gallery, don't change the **Save in** location.

In the **File name** box, type **Dress for Success**as the name for the theme.

Notice how the **Save as type** is **Office Theme (\*.thmx).** This is because themes have their own file format.



Click **Save**.

Now, when you open a new presentation, or an existing one, you'll see your black and gold theme under **Custom** in the Themes gallery and you can apply it to any slide or presentation.